

**State of Tennessee
Dept. of General Services
Records Management Division**

Presents:

**14th Annual
Records Management &
Fall Seminar**

**“The Challenges of
Managing Electronic
Records in an Ever
Changing Records
Management Environment”**

***Can your Agency Meet the
Challenge?***

Date: November 14, 2006
Time: 9:00 AM – 4:15 PM

Place: Nashville Public Library
615 Church St. - 1st Floor
Nashville, TN 37219
Library Parking Garage: \$5.00 all day

Strategies to be Discussed Include:

- Bridging the Communication Gap between Records Management and IT Professionals/Departments
- How organizations can proactively plan to address their electronic records
- Key electronic records issues, trends and solutions related to the management of electronic records.

Who Should Attend?

- Records and Information Management Professionals
- IT Professionals

Why You Should Attend?

This is the place to be if you are looking for real solutions, best practices, and technology tools for managing electronic records.



Speaker Biography

David O. Stephens

David O. Stephens, CRM, FAI, is an internationally recognized authority in the records and information management field. He has over thirty years of experience in the field and has developed or improved records management programs for more than two hundred corporations and government agencies throughout the United States. He is renowned and has unsurpassed knowledge of managing electronic records.

For more information contact:
Carolyn Jamison
Seminar Coordinator
(615)741-1718
Carolyn.Jamison@state.tn.us

[Click here for Registration](#)

Agenda

- 9:00 – 9:30 a.m. Registration
- 9:30 – 9:45 a.m. Welcome
Donna Bridges, Director
Records Management Division
Gwendolyn Sims Davis, Commissioner
- 9:45 – 10:45 a.m. RM and IT: A Strategic Partnership for
Success in e-Records Management
- 10:45 – 11:00 a.m. Break
- 11:00 – 12:00 p.m. Electronic Records Retention as a Data Life
Cycle Management Strategy
- 12:00 – 1:15 p.m. Lunch (on your own)
- 1:15 – 1:30 p.m. Presentation of Records Officer of the Year Award
Riley Darnell, Secretary of State
Chairman, Public Records Commission
- 1:30 – 2:30 p.m. Preserving the Digital Record
- 2:30 – 2:45 p.m. Break
- 2:45 – 3:45 p.m. Scheduling Electronic Records for Retention: Ten Basic
Principles
- 3:45 – 4:00 p.m. Questions and Answers
- 4:00 – 4:15 p.m. Closing Remarks: Donna Bridges

<http://www.state.tn.us/generalserv>



Registration

Registration Fee: \$25.00 per person.

Agency/Organization: _____
Allot. Code: _____ Cost Center: _____
Work Address: _____
City: _____
State: _____ Zip Code: _____
Phone: _____ Fax: _____
Dept/Agency Approval
(signature) _____

State attendees: The registration fee will be billed to your department/agency.

PLEASE OBTAIN APPROVAL FROM YOUR FISCAL OFFICER PRIOR TO SUBMITTING THIS FORM.

Non-state attendees: A check or money order will accompany your registration form.

Return to the address below.

Please return this form by October 31, 2006 to:

Donna K. Bridges, Director
Dept. of General Services, RMD
843 Cowan Street
Nashville, TN 37243
Phone: (615) 741-1718
Fax: (615) 741-5327

Attendees with disabilities will be accommodated. Please specify any special need on this form.

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